

Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
DHR Director

Max Tuitele
Deputy Director,
Personnel/Administration

Faagau Steve Lefiti
Deputy Director,
WIOA

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>Senior Accountant</i>	Posting Date: <i>April 19, 2022</i>	Serial No.: <i>121-21</i>
Department/Division: <i>Public Information/Personnel</i>	Closing Date: <i>April 25, 2022</i>	Announcement No.: <i>051-21</i>
Type of Position: <i>Permanent Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS-15/ \$21,715- \$62,275.pa.</i>

General Description: Plans and directs accounting activities within the Finance division by performing the following duties, personally or thorough subordinate supervisors and any other task assigned by Director

Key Duties and Responsibilities:

- Overseeing the Office of Public Information Financial
- Reviewing and distributing all incoming and outgoing invoices obligation documents, including stubs, purchase requisitions Purchase Orders, Travel Authorizations (TA) contracts
- Reviewing and distributing computer reports from Treasury Department in a daily basis
- Reconciling and balancing out accounts amount
- Preparing financial reports; quarterly and annually
- Advising and preparing recommendations to Director regarding the financial position and condition of OPI
- Responsible for the Budget; communicating with Budget office to maintain stability with accounts and funds
- Responsible for Grants for the department
- Prepare Annual Survey, Annual & Financial Reports, audits financial statement etc.. Corporation of Public Broadcasting (CPB) one of the main grantors for OPI
- Overall responsibility for completeness and accuracy of accounts payable accounting
- Perform, review and analyze a broad range of complex accounting and fiscal activities in order to ensure compliance with policy and appropriate accounting treatment

Knowledge, Skills and Ability:

- High level computer skills required
- Excellent communications and interpersonal skills with customers

This is an Equal Employment Opportunity Employer

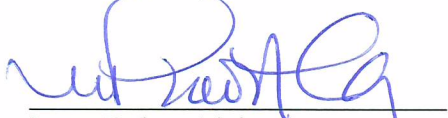
- Ability to work cooperatively and collaboratively with all managements, external agencies within the department.

Academic and Experience Requirements:

- Applicant must have a Master Degree from an accredited college plus 4 years and 2 years of supervisory capacity OR Bachelor Degree from an accredited college plus 5 years and 3 years of supervisory capacity
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources